

# Strategic Plan for the Clerk-Treasurer's office

- Continue working with new Purchasing Process to insure accurate payments and increase accuracy of budget tracking
- Create Budget tracking spreadsheet to eventually not have to rely on monthly Management Report from Reedy Financial
- Find and implement Inventory software and procedures, as well as get an updated inventory of goods – get a summer intern for this?
- Work on moving to a cashless system (minus certain special events which might be too difficult to move away from initially) and develop cash policy
- Create credit card policy of checking out cards for specific purchases which cannot be done by a P.O.
- Create gas card policy to log and track each use of a gas card